

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92) RMC

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION	Health Services
DIVISION, BUREAU OR OTHER UNIT	Admin Div, PSB, Records Mgmt & Admin Support Unit
ADDRESS	1800 3rd Street, Rm 455, Sacramento

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER H97-019	(6) SCHEDULE DATE 6-11-97	(7) NUMBER OF PAGES 8	(8) CUBIC FEET (Total Schedule) 47
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 165	(10) APPROVAL NUMBER(S) 89-169	(11) APPROVAL DATE(S) 11-22-89	(12) PAGE NUMBER(S) REVISED 9

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (Per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>Joan M. Hironaka</i>	(14) TITLE Chief, RMAS	(15) DATE SIGNED 11-18-97
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE-RECORDS MANAGEMENT ANALYST <i>Joan M. Hironaka</i>	(17) TITLE Chief, RMAS	(18) NAME (Printed or Typed) Joan M. Hironaka	(19) TELEPHONE 323-4230	(20) DATE SIGNED 11-18-97
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

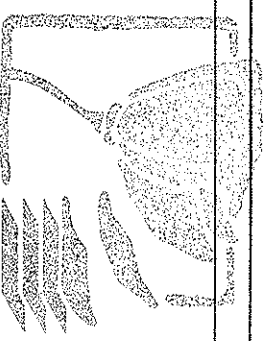
(21) SIGNATURE-CONSULTANT <i>John E. Fox</i>	(22) APPROVAL NUMBER 97-278	(23) TITLE Senior Records Mgmt Consultant	(24) DATE SIGNED 12/15/97
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PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



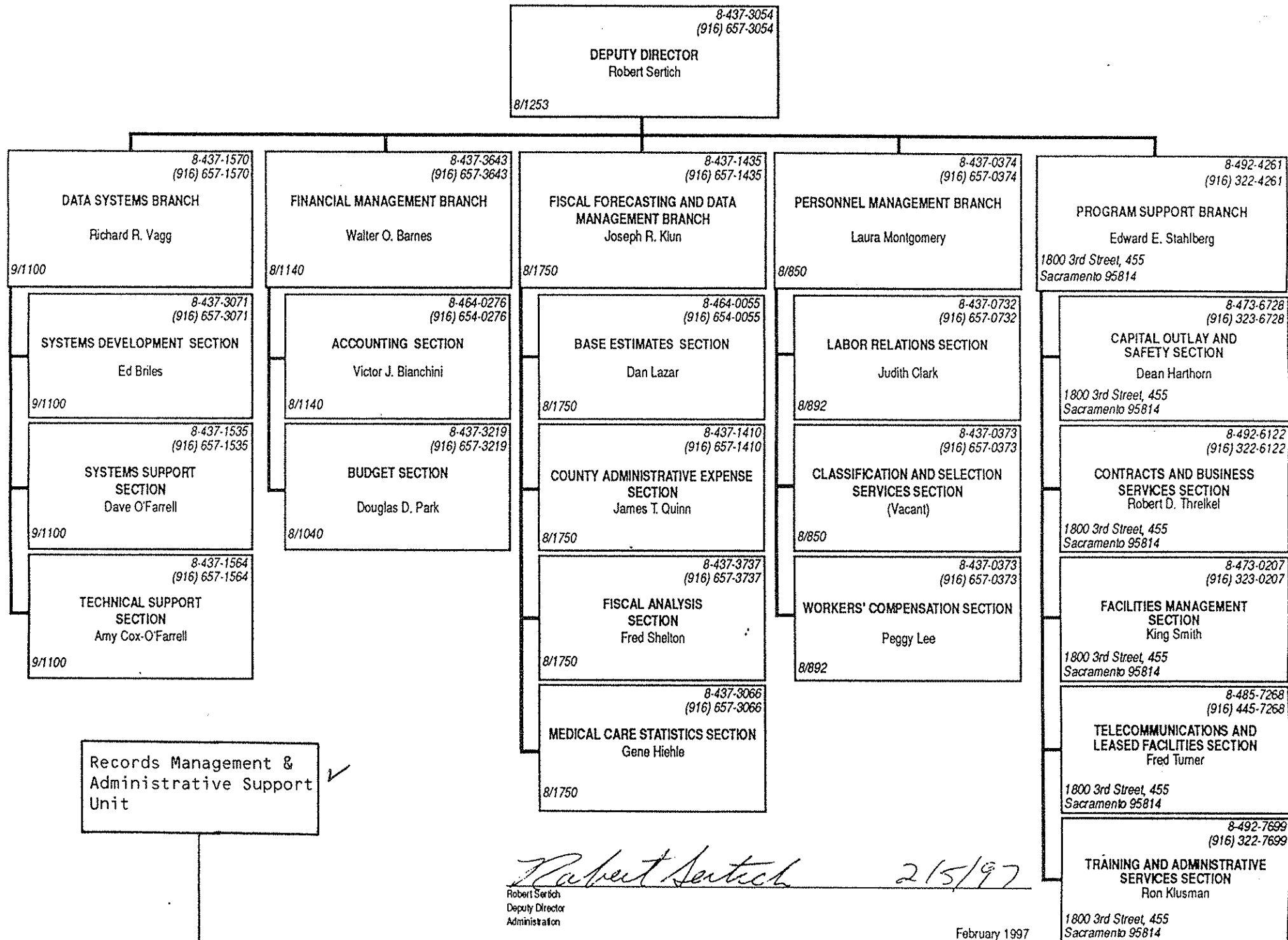
(27) SIGNATURE-CHIEF OF ARCHIVES

(28) DATE SIGNED

<i>Robert S. Acting</i>	2/3/98
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CALIFORNIA
STATE ARCHIVES

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ADMINISTRATION



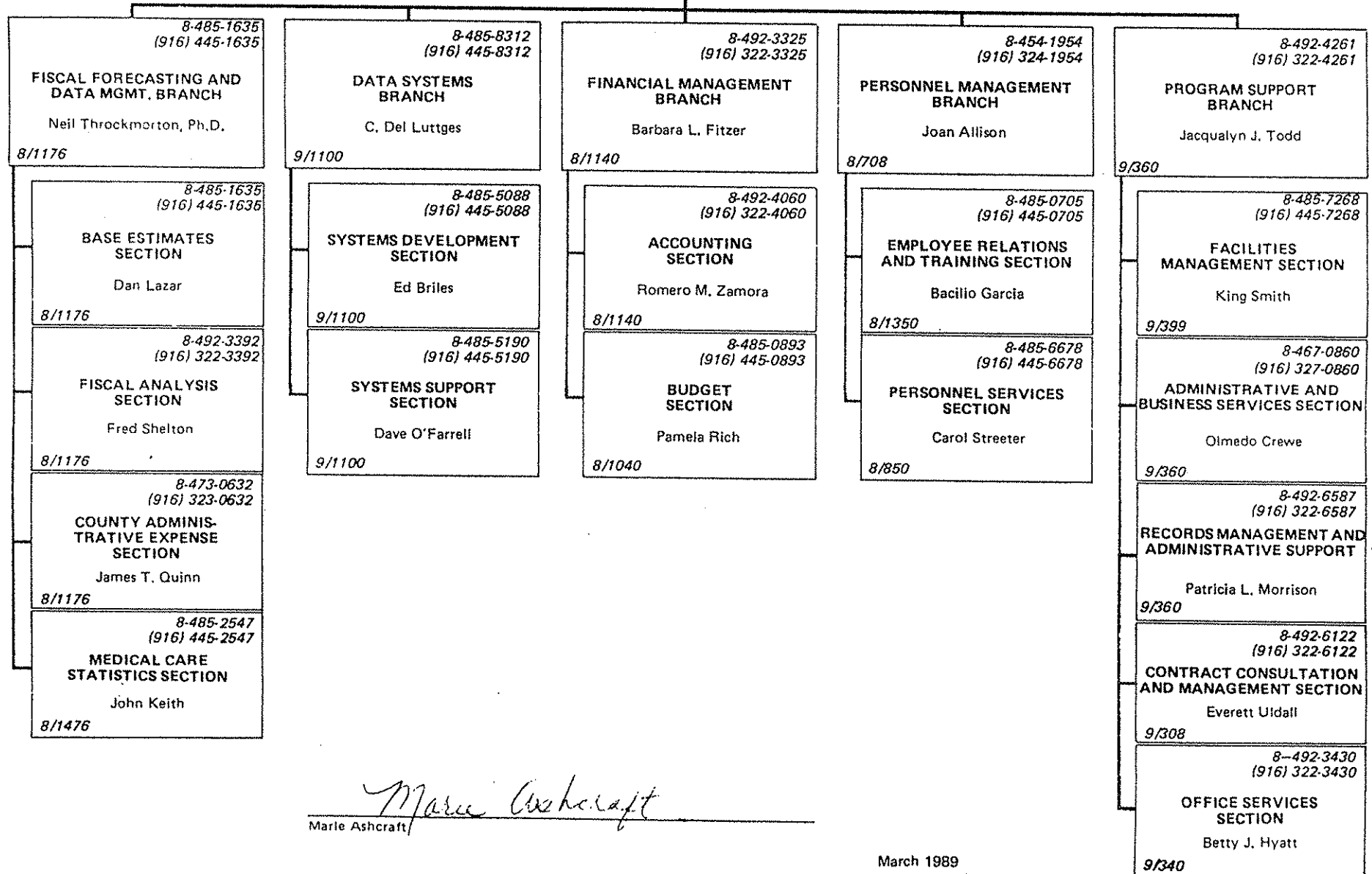
CALIFORNIA DEPARTMENT OF HEALTH SERVICES

ADMINISTRATION

DEPUTY DIRECTOR

Marie Ashcraft

8/1253



Marie Ashcraft
Marie Ashcraft

March 1989

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) DHS		GS 85456		SCHEDULE NUMBER (2) H97-019	DATE (3) 6-11-97
ORGANIZATIONAL UNIT Program Support Branch, Records Management & Admin Support Unit		PAGE 1	OF 8	PAGES (4)	
ADDRESS (Number Street City) 1800 3rd Street, Rm 455, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97.278			

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)											
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)													
			<p><u>PROGRAM DESCRIPTION</u></p> <p>This Record Retention Schedule (RRS) is for the Records Management and Administrative Support (RMAS) Unit of the Training and Administrative Services Section , Program Support Branch, Department of Health Services. This RRS is for the RMAS Unit only.</p> <p>At the time of the last RRS, RMAS was a Section in the Program Support Branch. In 1989 RMAS was designated a Unit under the Training and Administrative Services Section of the Program Support Branch.</p> <p>The mission of RMAS is to administer and improve the Department's records management program by applying efficient and economical management techniques and administering sound records management principles, while protecting public rights and individual privacy; to provide creative guidance and technical assistance, and to produce professional quality media products in a timely manner for Departmental staff; to provide timely, professional, and innovative forms management services which enable the Department's programs to produce and supply the best forms to accomplish necessary operations in the most efficient and economical manner; to develop and implement departmental policies and procedures for the administration of the Public Records Act to provide for public access to departmental records; to administer the departmental Waste Prevention and Recycling Program; to develop and implement departmental policy for administration of the Information Practices Act to ensure confidential information on individuals is not released inappropriately; to initiate, prepare, process and issue departmental Delegation Orders; to prepare and maintain the Departmental Organization Charts; and to prepare and maintain the department's Health Administrative Manual. RMAS functions include:</p> <table><tr><td>Unit Administration</td><td>Records Management Program</td><td>Forms Management Program</td></tr><tr><td>Public Records Act Requests</td><td>Recycling Program</td><td>Information Practices Act</td></tr><tr><td>Departmental Organizational Charts</td><td>Delegation Orders/Delegation Orders Index</td><td>Health Administrative Manual</td></tr><tr><td>Departmental Organizational Handbook</td><td>OB-8/9 Hall Directories</td><td>Composing</td></tr></table> <p>Acronyms used in this RRS: SB = Senate Bill; PRA = Public Record Act; IPA = Information Practices Act; AIIM = Association for Information and Image Management International; ARMA = Association of Records Managers and Administrators, Inc.; SRC = State Record Center; CRM = Office of Records Management; A = Active.</p> <p>This RRS does not contain any "vital" records.</p>	Unit Administration	Records Management Program	Forms Management Program	Public Records Act Requests	Recycling Program	Information Practices Act	Departmental Organizational Charts	Delegation Orders/Delegation Orders Index	Health Administrative Manual	Departmental Organizational Handbook	OB-8/9 Hall Directories	Composing							
Unit Administration	Records Management Program	Forms Management Program																				
Public Records Act Requests	Recycling Program	Information Practices Act																				
Departmental Organizational Charts	Delegation Orders/Delegation Orders Index	Health Administrative Manual																				
Departmental Organizational Handbook	OB-8/9 Hall Directories	Composing																				
<p>*Provide total of office and departmental</p>																						

*Provide total of office and departmental

**See instructions on reverse
and in SAM 1600**

DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)
DHS	GS 85456	H97-019	6-11-97
ORGANIZATIONAL UNIT		PAGE	OF PAGES (4)
Program Support Branch, Records Management & Admin Support Unit		2	8
ADDRESS (Number Street City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
1800 3rd Street, Rm 455, Sacramento		97-278	

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>ADMINISTRATIVE RECORDS</u>								
			<u>Personnel</u>								
1	1	Hold / Notify Archives	Affirmative Action (Plans, Policy, General Information)	P		A			A		Active till revised, rescinded or superseded.
2	↓		Merit Award Suggestions	P		A+2			A+2		Inactive when suggestion analysis complete.
3	↓		Sustained Superior Accomplishment Award	P		2			2		
			<u>Correspondence</u>								
4	1	Hold / Notify Archives	Chron Files	P		2			2		
5	4	Hold / Notify Archives	Subject A-Z	P		2			2		
6	↓	Hold / Notify Archives	Activity Reports	P		2			2		
7	↓		Associations (AIIM, ARMA, etc.)	P		A			A		Active til membership expires & isn't renewed.
8	↓	Hold / Notify Archives	Conferences, Committees, Forums and Meetings	P		2			2		

***Provide total of office and departmental**

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)

DHS

GS 85456

ORGANIZATIONAL UNIT

Program Support Branch, Records Management &
Admin Support Unit

ADDRESS (Number

Street

City)

1800 3rd Street, Rm 455, Sacramento

SCHEDULE NUMBER (2)

H97-019

DATE (3)

6-11-97

PAGE

3

OF

8

PAGES (4)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

97-278

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (18)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
9	1		<u>Records Management</u> RMAS Records Management Handbook	P	A				A		Active till revised, rescinded or superseded.
10	↓		Records Retention Schedule (Std 72 & 73s)	P	A				A		Active till revised, rescinded or superseded.
11	↓		Records Transfer List (Std 71)	P	A				A		Active till all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
12	↓		SRC Reference Request	P	A				A		Active till request is complete.
13	↓		Records Holdings/Disposals Annual Report and Related Documents	P	3				3		Retain 3 yrs from date submitted or when no longer needed for reference or analysis, whichever is later.
14	↓		Records Management Handbook (Old Procedure Manual)	P	A+2				A+2		Active till revised, rescinded or superseded.
			<u>Forms Management</u>								
15	↓		Forms Management	P	A				A		Active till revised, rescinded or superseded.
			<u>Recycling Program</u>								
16	↓	Hold / Name Archives	Recycling Program Policy File	P	A				A		Active till revised, rescinded or superseded.

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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

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DEPARTMENT (1) DHS		SCHEDULE NUMBER (2) H97-019		DATE (3) 6-11-97	
ORGANIZATIONAL UNIT Program Support Branch, Records Management & Admin Support Unit		PAGE 4		OF 8 PAGES (4)	
ADDRESS (Number Street City) 1800 3rd Street, Rm 455, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-278			

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
17	1		<u>Equipment and Supplies</u> Purchase Requisitions	P		A+6 mo			A+6 mo		Inactive when request received.
18	↓		Repairs and Services Orders	P		A+6 mo			A+6 mo		Inactive when requests received.
19	↓		<u>Financial</u> Budget Change Proposals	P		2			2		
20	↓		Contracts (Copies of appropriate Dept of General Services master agreements)	P		A			A		Active till revised, rescinded, or superseded.
21	1	Hold / Notify Archives	<u>Legal</u> Bill Analysis	P		2			2	X	PRA 6254. Confidential Destruction.
22	↓		<u>Legislation</u> Federal	P		2			2		
23	↓	Hold / Notify Archives	State	P		2			2	X	PRA 6254. Confidential Destruction.
24	1	Hold / Notify Archives	<u>Policy and Procedures</u> General Information	P		A			A		Active till revised, rescinded or superseded.
25	1	Hold / Notify Archives	<u>Regulations</u> State	P		A			A		Active till revised, rescinded or superseded.

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DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)
DHS	GS 85456	H97-019	6-11-97
ORGANIZATIONAL UNIT		PAGE	OF
Program Support Branch, Records Management & Admin Support Unit		5	8
ADDRESS (Number Street City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
1800 3rd Street, Rm 455, Sacramento		03 068	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Reports and Studies</u>								
26	1		Surveys	P	2				2		
27	↓		Records Management Feasibility Studies	P	A+2				A+2		Inactive when study complete.
			<u>PROGRAM RECORDS</u>								
			<u>Forms Management</u>								
28	2		Department Master Copies Forms/Charts	F	A+2				A+2		Active till revised, rescinded or superseded.
29	15		Current Form Masters & Related Records	P	A				A		Active till revised, rescinded or superseded. Then file purged & master retained as reference.
30	1		Index Forms Card File (Current)	P	A				A		Active till revised, rescinded or superseded. Then purged & master retained as reference.
31	1		SB 1898 Form Review Records	P	4				4		
			<u>Records Management</u>								
32	3		Records Holdings/disposals Annual Report and Related Documents	P	3				3		Retain 3 yrs from date submitted or when no longer needed for reference/analysis, whichever is later.

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DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)
DHS	GS 85456	H97-019	6-11-97
ORGANIZATIONAL UNIT		PAGE	OF PAGES (4)
Program Support Branch, Records Management & Admin Support Unit		6	8
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ITEM NUMBER <i>(Triple space between Items)</i> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between Items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
33	↓		Authorization for Records Destruction	P	4				4		Retain 4 yrs from date destruction authorized, or when no longer needed for reference/analysis, whichever is later.
34	3		Record Retention Schedules - Copies (Std 72 & 73s)	P	A				A		Active till revised, rescinded or superseded. Then retain for research/analysis.
35	↓		Records Management Equipment Requests	P	5				5		
36	3		Record Transfer Lists (Std 71)	P	A				A		Active till all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
37	↓		State Record Center Reference Request	P	1				1		
38	↓		Record Transport Requests (DHS 2212s)	P	2				2		
39	1		SRC Record Holdings	C	3				3		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.
40	↓		Confidential Records Destruction Request (ORM 28s)	P	2				2		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.

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RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) DHS		GS 85456		SCHEDULE NUMBER (2) H97-019	DATE (3) 6-11-97
ORGANIZATIONAL UNIT Program Support Branch, Records Management & Admin Support Unit				PAGE 7	OF 8 PAGES (4)
ADDRESS (Number Street City) 1800 3rd Street, Rm 455, Sacramento				DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-278	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
41	2	Hold / Notify Archives	<u>Health Administrative Manual</u> Administrative Manual - Working papers and Masters	P		A+2			A+2		Active till revised, rescinded or superseded. Retain working papers 2 yrs after master is printed.
42	1	Hold / Notify Archives	<u>Delegation Orders</u> Delegation Orders & Action Memos	P		A			A		Active till revised, rescinded or superseded.
43	1	Hold / Notify Archives	<u>Obsolete Delegation Orders</u> Information Practices Act	P		3			3		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.
44	↓	Hold / Notify Archives	<u>IPA Annual Report</u> Departmental Organizational Charts	P		3			3		Retain 3 yrs or until no longer needed for research/analysis, whichever is later.
45	2	Hold / Notify Archives	<u>Departmental Organization Charts and Re- organization Plans</u>	P		A			A		Active till revised, rescinded or superseded, or until no longer needed for research, whichever is later.
Total	47 Cubic Feet										

*Provide total of office and departmental

**See instructions on reverse
and in SAM 1600**

DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)
DHS	GS 85456	H97-019	6-11-97
ORGANIZATIONAL UNIT		PAGE	PAGES (4)
Program Support Branch, Records Management & Admin Support Unit		8	8
ADDRESS (Number Street City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
1800 3rd Street, Rm 455, Sacramento		97-270	

ITEM NUMBER <small>(Triple space between Items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between Items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
This is a reconciliation of changes made between the old RMAS Record Retention Schedule (89-169) and the new schedule.											
Item Numbers:											
<u>OLD</u>	<u>NEW</u>		<u>OLD</u>	<u>NEW</u>		<u>OLD</u>	<u>NEW</u>				
1	6		21	1		41	45				
2	7		22	TRNG		42	2				
3	8		23	TASS		43	3				
4	4		24	TRNG		44	42				
5	5		25	TRNG		45	29				
6	TRNG		26	TRNG		46	KEPT FOR REFERENCE ONLY				
7	17		27	TRNG		47	30				
8	18		28	NO LONGER KEPT		48	KEPT FOR REFERENCE ONLY				
9	NO LONGER KEPT		29	32		49	38				
10	19		30	TASS		50	40				
11	20		31	14		51	44				
12	21		32	13		52	34				
13	21		33	15		53	35				
14	21		34	30		54	36				
15	22		35	10		55	33				
16	23		36	11		56	KEPT FOR REFERENCE ONLY				
17	NO LONGER KEPT		37	25							
18	45		38	26							
19	45		39	27							
20	45		40	41							
TASS - Records now maintained by the Training and Administrative Services Section.											
TRNG - Records now maintained by the Training Unit of TASS.											
Items 9, 12, 16, 28, 29, 37, 31, 43, & 39 are new items.											
*Provide total of office and departmental											